

**From:** Heath, Kelley Kelley.Heath@maine.gov  
**Subject:** FALL DATA SNAPSHOT - DUE 11/11/2016  
**Date:** October 25, 2016 at 11:07 AM  
**To:**

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Good Morning,

In light of the new MaineSTARS platform, I am trying to make the required FY17 fall data snapshot as easy as possible to complete this year. This email is being sent to directors only. Please forward to all appropriate staff.

This email contains all of the instructions you will need to complete the FY17 Fall Data Snapshot. **The snapshot is due by the end of the day on Friday, November 11, 2016.**

To complete the report:

- 1) REPLY to this email and include the answers to the questions below in your reply and
- 2) Attach the following two documents as Excel files to the email: A) Your program's MaineSTARS NRS Registration report exported into excel and B) your program's MaineSTARS EF-X- 174 Report exported into Excel.

Please make sure your MaineSTARS data is up-to-date in MaineSTARS through October 31, 2016. This link will take you to a twelve minute instructional webinar on how to complete the FY17 Fall Snapshot. <http://stateofmaine.adobeconnect.com/p5j9cxoqbp3/> Please watch this and email me if you have any questions. Thanks for your time and attention to this matter.

## **DATA SNAPSHOT REPORT**

PROGRAM NAME:

TOTAL NUMBER OF FY17 NRS LEARNERS (SO FAR):

TOTAL NUMBER OF FY17 NRS LEARNERS WITH 12 OR MORE HOURS (SO FAR):

TOTAL NUMBER OF STUDENT COURSE ENROLLMENTS (SO FAR):

-Kelley

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